



# Alaska Army National Guard Active Guard Reserve (AGR) Position Announcement # **AKARNG 15-15**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Medical Readiness NCO</b>	<b>MOS:</b> <b>68W</b>	<b>OPEN DATE:</b> <b>6 JANUARY 2015</b>	<b>CLOSE DATE:</b> <b>25 JANUARY 2015</b>
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>HBB, 49<sup>th</sup> Missile Defense BN, Fort Greely, Alaska</b>	<b>GRADE REQUIREMENT:</b> Minimum: <b>E5</b> Maximum: <b>E6</b>
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<b>SELECTING SUPERVISOR:</b> State Selection Board	<b>PARA/LINE #</b> <b>109/02</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 111121</b>
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## AREAS OF CONSIDERATION

- Zone 1** On-Board AKARNG AGRs in the grades of E5-E7 (**MUST HOLD 68W MOS**)
  - Zone 2** Alaska Army National Guard Members in the grades of E5-E7 (**MUST HOLD 68W MOS**)
  - Zone 3** Nationwide- Members eligible for membership in the AKARNG in the grades of E5-E7 (**MUST HOLD 68W MOS**)
- \*Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1\**

## MAJOR DUTIES MAY INCLUDE

- Provide emergency medical treatment, limited primary care, force health protection, evacuation in a variety of operational and clinical settings from point of injury or illness through the continuum of military health care and, as a field combat medic
- Provide emergency medical care/treatment at point of wounding on the battlefield or to battle and non-battle casualties during wartime non-battle casualties
- Assist with outpatient care and treatment, supervise field and clinical medical facilities under the supervision of a physician or nurse
- Supervise activities of field, clinical and mobile treatment facilities
- Perform additional duties as assigned
- Manage, update and coordinate medical and dental readiness aspects; utilize Medical Protection System (MEDPROS)
- Maintain all automated transactions: My Unit Pay, ATRRS/AFCOS functions, TAMAS-R, RCAS, MPDV, DTMS, DTS
- Maintain medical records/documents/information
- Brief leadership regarding policy and procedure changes regarding medical/dental readiness
- Process and maintain credentialing packets for health care providers
- Ensure compliance with Army Regulations and ARMS inspection requirements
- Coordinate flight physicals and verify PHA/Dental attendance with leadership prior to IDT weekends
- Initiate and process Line of Duty (LOD) packets for Company Commander approval
- Administer emergency medical treatment to battlefield casualties
- Assist with outpatient and inpatient care and treatment
- Interview patients and recording their medical histories
- Take patients' vitals (temperature, pulse and blood pressure)
- Prepare blood samples for laboratory analysis
- Administer immunizations and medicines to patients
- Assist unit members in personnel and administrative matters by acting as point of contact for issues relating to the welfare of the Soldiers
- Provide assistance/guidance in preparation for & execution of unit training & other mobilization/readiness related activities
- Ensure preparatory visits are conducted as necessary to training sites to ensure availability and suitability of such sites
- Procure training areas, ranges, training equipment, and other facilities required by the unit
- Assist in the functions of ATRSS/AFCOS automated systems
- Involve in the maintenance of strength/personnel readiness issues of the HHT to include ESGR and family programs
- Coordinate and provide training to medical personnel staff
- Conduct and monitor annual records review for all assigned Soldiers
- Assist in preparing and maintaining automated DA Form 1379 Unit Monthly Attendance Record
- Prepare AWOL or unsatisfactory Participation letters, as appropriate; Assists in maintaining unit Alert Roster
- Maintain Jump logs; Medical proficiency logs and physical security for Weapons & Equipment
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE – Secret (eligible to obtain)**
- Physical Demands Rating – Moderately Heavy
- No aversion to blood
- No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs
- Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician – Basic Certification
- No history of a felony conviction
- No history of conviction of crimes involving:
  - (a) An out of hospital patient or a patient or resident of a medical care facility
  - (b) Financial exploitation of a person entrusted to a care of the applicant
  - (c) Any weapons/ammunition/explosives/arson charges
  - (d) Any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics
  - (e) Violence against persons or property
  - (f) Sexual misconduct
- No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice) chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
- **Must be willing to reside in (relocate to) and work in Fort Greely, Alaska commuting area for 3 year tour**
- **Upon selection, approval of Exceptional Family Member Program is Required for members with dependants**

## PREFERRED QUALIFICATIONS

- Maintain national Emergency Medical Technicians (EMT) License
- Cardiopulmonary resuscitation (CPR) Certification
- Basic Emergency Medical Technicians (EMT) Certification

**\*See page 3 for All Required Documents for Considerations\***

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior.  
Review your application for accuracy and compliance prior to submission to JFHQ-AK/HRO.**

**\*\* SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT\*\***

**Application packages will not be accepted after the advertised Close Date.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Personnel Qualification Record (PQR), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted documents are accurate prior to application submittal. This includes but not limited to verification of Duty History, MOS, Service Dates and ensuring overdue requirements are cleared.

## APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in **1** single PDF package with **NO** blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil), please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume

## FREQUENTLY ASKED QUESTIONS (FAQ):

**Q:** If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

**A:** No. HRO determines the criteria and application procedures unique to a specific position. Criteria may vary with each advertised position. However, all positions require eligibility for AKARNG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

**Q:** If I want to apply for more than one position, can I submit one package for all?

**A:** No. Separate packages are required for consideration of each vacancy announcement.

**Q:** What does "Immediately promotable" mean?

**A:** Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to AR 600-8-19.

**Q:** May I find out who or how many others applied for the position?

**A:** No. We will not release this information.

**Q:** How do I get the documents required for consideration?

**A:** Your unit S1 will be able to assist you with accessing any documents required for vacancy consideration.

**Q:** How will I be notified if I am selected?

**A:** Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

**Q:** How long would my AGR tour be?

**A:** As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

## SPECIAL ANNOUNCEMENT CRITERIA

- **Upon selection additional medical documentation will be required prior to start of AGR tour**
- Continuation beyond initial 3-years tour will be subject to evaluation based on AGR Subtour Continuation Board

### INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program	If a selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver	An applicant's military grade cannot exceed the maximum military authorized grade on the UMR for the AGR position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	

### APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Complete applications must be received in HRO-AGR office **no later than 1600**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
2. Personnel Qualification Record (PQR) (CURRENT within 30 days)
3. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) (CURRENT within 30 days)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment ((PHA)within 15 months. \*It is important that you print the report, not the webpage screen.)
5. DA Form 705 (APFT) dated May 2010, current within 6 months. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, 1SG, or Commander.
6. CURRENT AGR/Mobility/ADSW orders (If Applicable)
7. Last 3 NCOER's(if Applicable)
8. Copies of all DD Form 214's / NGB 22's showing all prior service
9. Security Verification memorandum from Personnel Security Manager
10. Photocopy of valid civilian motor vehicle operator's license. All data must be readable
11. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
12. Resume (email address for contact)

#### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 15-15 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 15-15**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

#### QUESTIONS:

To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

Federal law prohibits the use of government postage for submission of applications.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

#### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.